

**IMPORTANT NOTICE — PLEASE FORWARD TO YOUR  
KEHP EMPLOYEES FOR 2010 OPEN ENROLLMENT**



**IC MEMORANDUM 09-24**

**TO: INSURANCE COORDINATORS**  
**FROM: DEPARTMENT OF EMPLOYEE INSURANCE**  
**RE: EMPLOYEE ID AND PASSWORD LETTERS**  
**DATE: OCTOBER 8, 2009**

Commonwealth of Kentucky  
Personnel Cabinet  
Department of Employee Insurance  
2<sup>nd</sup> Floor, State Office Building  
501 High Street  
Frankfort, Kentucky 40601

Web Site: <http://kehpn.ky.gov>

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2010 Open Enrollment **Employee ID** and **Password** letters were mailed to all active KEHP members in September. A number of these letters were returned to our department for invalid mailing addresses. This year's Open Enrollment is a **MANDATORY, ACTIVE ENROLLMENT** and it is very important that your members receive this information.

Attached you will find all the returned Password and/or Employee ID letters for KEHP members within your group. Open Enrollment **begins Monday, October 12<sup>th</sup>**, please forward these letters or provide the member with this important information as soon as possible. Members who fail to enroll by the **October 25<sup>th</sup> deadline** will receive a "Forced Waiver" without any access to HRA money.

Ask members to provide you with an updated mailing address so you may update their information online or remind the member to update his or her address while completing the 2010 enrollment.

If you have questions please call the Department of Employee Insurance's, Member Service Branch at (502) 564-6534 or (888) 581-8834.

